U.S. DEPARTMENT OF STATE
U.S. EMBASSY KIGALI, PUBLIC AFFAIRS SECTION
Notice of Funding Opportunity

Funding Opportunity Title: U.S. College Preparatory Program
Funding Opportunity Number: SRW-600-FY22-004
Deadline for Applications: June 30, 2022
Assistance Listing Number: 19.022 – (Educational and Cultural Exchange Programs
                                    Appropriation Overseas Grants)
Total Amount Available: $12,680

A. PROGRAM DESCRIPTION

The Public Affairs Section of the Embassy of the United States of America to the Republic of Rwanda (PAS Kigali) announces an open competition for organizations to submit applications to carry out the U.S. college preparatory program. This program will assist academically qualified and highly motivated low and middle income students in Rwanda who are good candidates for financial assistance from U.S. colleges and universities but lack financial resources to cover upfront costs of obtaining admission, as well as access to information to better their educational future. The EducationUSA Advising Center at U.S. Embassy Kigali works with the students through regularly scheduled meetings and seminars to assist them throughout the application process to secure admission and apply for scholarships to attend colleges and universities in the United States. The college preparatory program includes activities that support preparation for the SAT, required English tests, and essay writing skills, which are key components of college access and a robust measure of college readiness among Rwandan high school students.

Priority Region: Rwanda

Program Objectives:

PAS Kigali will fund a college preparatory course for academically qualified and highly motivated low and middle income students in Rwanda. These students are selected by PAS Kigali from top performing high school students who are likely to be awarded full financial aid from U.S. universities. The grantee will coordinate with PAS Kigali's EducationUSA Advising Center to carry out a college preparatory program for 30 high school students who will apply to U.S. colleges and universities for fall 2024 admission. The college preparatory program will cover SAT, English proficiency classes, and essay writing skills. The grantee will be responsible for paying for one SAT exam, one DuoLingo English test, and one CSS profile account for each student. The program is combination of online assignments and in-person activities scheduled between December 2022 and July 2023.

Submitted proposals should include programmatic and financial details on the following:

Program proposals must:

- Improve significantly students' English skills including but not limited to reading skills, English for academic writing, public speaking, and interview skills,

- Have a syllabus that will help students develop strong personal statements and CommonApp essays for their university applications.
- Allow students to take at least ten timed full-length SAT practice tests and five English proficiency practice tests by August 30, 2023
- Provide the students with other specialized topics including US university teaching/ learning styles, finding the best fit college, US campus culture, and the structure of US higher education.
- Have an intentional and thoroughly described evaluation methods, include what data points will be used for helping students improve their test scores and English language skills.
- Leverage on any existing SAT and English proficiency test preparation programming

Required college preparatory program course components:

Course Schedule: 8 Hours per week

1. Course Materials
The grantee should be available to teach the classes preferably in person using the most up-to-date SAT, English proficiency tests, and essay writing prep materials including but not limited to the resources available at the EducationUSA Advising Center. Interested applicants may request a list of SAT and English proficiency prep materials available at the EducationUSA Kigali library by emailing [kigali@educationusa.org.](mailto:kigali@educationusa.org)

2. Course Delivery
In this series of classes, participants will prepare for various aspects of the U.S. college application process including:

- **The SAT and ENGLISH PROFICIENCY TESTS Classes**
  - The SAT classes will prepare students to succeed on the reading, writing, and the math portion of the SAT test. The English proficiency tests classes will teach students test- taking techniques and do various problems to practice the skills needed to perform well on the SAT and the English proficiency tests.

- **COLLEGE APPLICATION ESSAYS**
  - With reference to the 2023-24 www.commonapp.org essay prompts, the instructor (s) will help students develop and edit their college application essays and personal statements. The essay writing classes will introduce students to the style and goals of personal statements as well as build their general writing skills.

- **US COLLEGE APPLICATION PROCESS**
  - The classes will be primarily focused on preparing the students for the application process but will also emphasize skills that they will be able to use in an American university setting. To this end, the instructor(s) will thoroughly explain to the students the functionality and the advantages of the leading college application

platforms namely www.commonapp.org , and www.mycoalition.org

- **OTHER ENGLISH RELATED CLASSES**
  - The instructor will conduct specialized classes that will give students a chance to practice important communication skills such as interviewing, conversational English, email etiquette, and writing that will be relevant to their university course work. The curriculum for the special classes will be determined based on students' academic needs.

Participants and Audiences:
The college preparatory program assists highly qualified students who are likely to be awarded full financial aid from U.S. colleges and universities. Each year, the U.S. Embassy Kigali Public Affairs Section selects participants from top performing high school students that are a mix of senior five and six high school students.

B. FEDERAL AWARD INFORMATION

Length of performance period: Twelve to eighteen months.
Number of awards anticipated: One award (dependent on amounts)
Award amounts: awards may range from a minimum of $5,000 to a maximum of $12,680
Total available funding: $12,680
Type of Funding: FY22 Fulbright Hayes
Anticipated program start date: July 31, 2022, with activities beginning in December 2022.

This notice is subject to availability of funding.

Funding Instrument Type: A cooperative agreement. Cooperative agreements are different from grants in that PAS Kigali staff are more actively involved in the grant implementation. The appropriate level of "substantial involvement" will be agreed upon by PAS Kigali and the grantee prior to award notification.

Program Performance Period: Proposed programs should be completed in 12 months or less. The Department of State will entertain applications for continuation grants funded under these awards beyond the initial budget period on a non-competitive basis subject to availability of funds, satisfactory progress of the program, and a determination that continued funding would be in the best interest of the U.S. Department of State.

C. ELIGILIBITY INFORMATION

1. Eligible Applicants

The following organizations are eligible to apply*:*
- Not-for-profit organizations, including think tanks and civil society/non-governmental organizations
- Public and private educational institutions

The following organizations are <u>not</u> eligible to apply:
- Individuals and for-profit organizations
- Social enterprises.

2. Cost Sharing or Matching

Cost sharing is welcome, but not required.

3. Other Eligibility Requirements

In order to be eligible to receive an award, all organizations must have a Unique Entity Identifier (UEI) number issued via www.SAM.gov as well as a valid registration on www.SAM.gov. Please see Section D.3 for more information. Individuals are not required to have a UEI or be registered in SAM.gov.

D. APPLICATION AND SUBMISSION INFORMATION

1. Address to Request Application Package

Application forms required below are available at www.*Grants.gov*.

2. Content and Form of Application Submission

<u>Please follow all instructions below carefully</u>. Proposals that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

Content of Application
Please ensure:
- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English
- All budgets are in U.S. dollars
- All pages are numbered
- All documents are formatted to 8 ½ x 11 paper, and
- All Microsoft Word documents are single-spaced, 12-point Times New Roman font, with a minimum of 1-inch margins.

The following documents are **<u>required</u>**:
1. Mandatory application forms
- **SF-424** (*Application for Federal Assistance – organizations*) or **SF-424-I** (*Application for Federal Assistance --individuals*) at **www.Grants.gov**
- **SF-424A** *(Budget Information for Non-Construction programs) at www.***Grants.gov**
- **SF-424B** *(Assurances for Non-Construction programs) at www.Grants.gov*

2. Summary Page: Cover sheet stating the applicant name and organization, proposal date, program title, program period proposed start and end date, and brief purpose of the program.

3. Proposal (*6 pages maximum*): The proposal should contain sufficient information that anyone not familiar with it would understand exactly what the applicant wants to do. You may use your own proposal format, but it must include all the items below.
- **Proposal Summary:** Short narrative that outlines the proposed program, including program objectives and anticipated impact.
- **Introduction to the Organization or Individual applying:** A description of past and present operations, showing ability to carry out the program, including information on all previous grants from the U.S. Embassy and/or U.S. government agencies.
- **Problem Statement:** Clear, concise and well-supported statement of the problem to be addressed and why the proposed program is needed
- **Program Goals and Objectives:** The "goals" describe what the program is intended to achieve. The "objectives" refer to the intermediate accomplishments on the way to the goals. These should be achievable and measurable.
- **Program Activities:** Describe the program activities and how they will help achieve the objectives.
- **Program Methods and Design:** A description of how the program is expected to work to solve the stated problem and achieve the goal. Include a logic model as appropriate.
- **Proposed Program Schedule and Timeline:** The proposed timeline for the program activities. Include the dates, times, and locations of planned activities and events.
- **Key Personnel:** Names, titles, roles and experience/qualifications of key personnel involved in the program. What proportion of their time will be used in support of this program?
- **Program Partners:** List the names and type of involvement of key partner organizations and sub-awardees.
- **Program Monitoring and Evaluation Plan:** This is an important part of successful grants. Throughout the time-frame of the grant, how will the activities be monitored to ensure they are happening in a timely manner, and how will the program be evaluated to make sure it is meeting the goals of the grant?
- **Future Funding or Sustainability:** Applicant's plan for continuing the program beyond the grant period, or the availability of other resources, if applicable.

4. Budget Justification Narrative: After filling out the SF-424A Budget (above), use a separate sheet of paper to describe each of the budget expenses in detail. See section *H. Other Information: Guidelines for Budget Submissions* below for further information.

5. Attachments:
- 1-page CV or resume of key personnel who are proposed for the program
- Letters of support from program partners describing the roles and responsibilities of each partner
- If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your latest NICRA should be included as a PDF file.
- Official permission letters, if required for program activities

3. Unique Entity Identifier and System for Award Management (SAM.gov) (NOTE: This section is required and not optional, except for Individual)

Required Registrations:

All organizations applying for grants (except individuals) must obtain these registrations. All are free of charge:

- www.SAM.gov registration which will generate a UEI
- NCAGE/CAGE code

Any applicant with an exclusion in the System for Award Management (SAM) is not eligible to apply for an assistance award in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), "Debarment and Suspension."

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. SAM.gov is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM.gov as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to register in SAM.gov.

Starting April 2022, the UEI will be assigned when an organization registers or renews it's registration in SAM.gov at www.SAM.gov. To access SAM.gov an organization is required to have a Login.gov account. Organization can create an account at https://login.gov/. As a reminder, organizations need to renew its sam.gov registration annually.

US-based organizations: A CAGE code will be automatically assigned when the U.S. organizations registers in www.sam.gov. CAGE must be renewed every 5 years. Site for CAGE: https://cage.dla.mil/Home/UsageAgree. Grantees may be asked for more information to finalized and must comply.

Foreign-based organizations: Must apply for a NCAGE code before registering in SAM.gov. Go to: https://eportal.nspa.nato.int/AC135Public/CageTool/home to apply for a NCAGE code. NCAGE codes must be renewed every 5 years.

It is in the organization's best interest to check if their CAGE/or NCAGE codes are active. Organizations are required to register/or renew their CAGE or NCAGE codes **prior** to registering or renewing www.sam.gov . Both registration and renewals for both CAGE and NCAGE can take up to 10 days. Organization's legal address in NCAGE/CAGE must mirror www. sam.gov.

www.sam.gov requires all entities to renew their registration once a year in order to maintain an active registration status in SAM.gov. It is the responsibility of the applicant to ensure it has an active registration in SAM.gov.

If an organization plans to issue a sub-contract or sub-award, those sub-awardees must also have a unique entity identifier (UEI number). Those entities can register for a UEI only at SAM.gov.

If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed **ineligible.** All organizations applying for grants (except individuals) must obtain these registrations, the latter are free of charge.

Note: As of April 2022, a DUNS number is no longer required.

4. Submission Dates and Times

Applications are due no later than 12:00AM, June 30, 2022

5. Funding Restrictions

These funding should only be used on the approved program activities. Failure to do so will result in termination of the award.

6. Other Submission Requirements

All application materials must be submitted by email to *KigaliPublicAffairs*@state.gov.

E. APPLICATION REVIEW INFORMATION

1. Criteria

Each application will be evaluated and rated on the basis of the evaluation criteria outlined below.

Examples, with sample weighting, could include:
Quality and Feasibility of the Program Idea – 20 points: The program idea is well developed, with detail about how program activities will be carried out. The proposal includes a reasonable implementation timeline.

Organizational Capacity and Record on Previous Grants – 20 points: The organization has expertise in its stated field and has the internal controls in place to manage federal funds. This includes a financial management system and a bank account.

Program Planning/Ability to Achieve Objectives – 15 points: Goals and objectives are clearly stated and program approach is likely to provide maximum impact in achieving the proposed results.

Budget – 10 points: The budget justification is detailed. Costs are reasonable in relation to the proposed activities and anticipated results. The budget is realistic, accounting for all necessary expenses to achieve proposed activities.

Monitoring and evaluation plan – 15 points: Applicant demonstrates it is able to measure program success against key indicators and provides milestones to indicate progress toward goals outlined in the proposal. The program includes output and outcome indicators, and shows how and when those will be measured.

Sustainability – 10 points: Program activities will continue to have positive impact after the end of the program.

Support of Equity and Underserved Communities – 10 points: Proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

2.   Review and Selection Process

An Embassy Grants Review Committee will evaluate all eligible applications.

3.   Federal Awardee Performance & Integrity Information System (FAPIIS)

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313).

ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;

iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment

about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.206 Federal awarding agency review of risk posed by applicants.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. Federal Award Notices

The grant award or cooperative agreement will be written, signed, awarded, and administered by the Grants Officer. The assistance award agreement is the authorizing document and it will be provided to the recipient for review and signature by email. The recipient may only start incurring program expenses beginning on the start date shown on the grant award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. Further, the U.S. government reserves the right to reject any or all proposals received.

Payment Method: Payments will be made by electronic funds transfer in at least two installments, as needed to carry out the program activities. Payment schedules will be determined by the Grants Officer and Grants Officer Representative and specified in the award document, according to program milestones and as needed to carry out the project activities. Payments will be made in at least two installments, as needed to carry out the program activities.

2. Administrative and National Policy Requirements

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

These include:

- [2 CFR 25 - UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT](#)

- [2 CFR 170 - REPORTING SUBAWARD AND EXECUTIVE COMPENSATION INFORMATION](#)

- [2 CFR 175 - AWARD TERM FOR TRAFFICKING IN PERSONS](#)

- [2 CFR 182 - GOVERNMENTWIDE REQUIREMENTS FOR DRUG-FREE WORKPLACE (FINANCIAL ASSISTANCE)](#)

- [2 CFR 183 - NEVER CONTRACT WITH THE ENEMY](#)

- [2 CFR 600 – DEPARTMENT OF STATE REQUIREMENTS](#)

- [U.S. DEPARTMENT OF STATE STANDARD TERMS AND CONDITIONS](#)

In accordance with the Office of Management and Budget's guidance located at 2 CFR part 200, all applicable Federal laws, and relevant Executive guidance, the Department of State will review and consider applications for funding, as applicable to specific programs, pursuant to this notice of funding opportunity in accordance with the following: NOTE:

- [Guidance for Grants and Agreements in Title 2 of the Code of Federal Regulations](#) (2 CFR), as updated in the Federal Register's 85 FR 49506 on August 13, 2020, particularly on:
    - Selecting recipients most likely to be successful in delivering results based on the program objectives through an objective process of evaluating Federal award applications (2 CFR part 200.205),
    - Prohibiting the purchase of certain telecommunication and video surveillance services or equipment in alignment with section 889 of the National Defense Authorization Act of 2019 (Pub. L. No. 115—232) (2 CFR part 200.216),
    - Promoting the freedom of speech and religious liberty in alignment with *Promoting Free Speech and Religious Liberty* (E.O. 13798) and *Improving Free Inquiry, Transparency, and Accountability at Colleges and Universities* (E.O. 13864) (§§ 200.300, 200.303, 200.339, and 200.341),
    - Providing a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States (2 CFR part 200.322), and
    - Terminating agreements in whole or in part to the greatest extent authorized by law, if an award no longer effectuates the program goals or agency priorities (2 CFR part 200.340).

In accordance with the [Executive Order on Advancing Racial Equity and Underserved Communities](#), proposals should demonstrate how the program advances equity with respect to race, ethnicity, religion, income, geography, gender identity, sexual orientation, and disability. The proposal should also demonstrate how the program will further engagement in underserved communities and with individuals from underserved communities. Proposals should demonstrate how addressing racial equity and underserved communities will enhance the program's goals and objectives, as well as the experience of participants.

The support of underserved communities will be part of the review criteria for this opportunity. Therefore, proposals should clearly demonstrate how the program will support and advance equity and engage underserved communities in program administration, design, and implementation.

3. Reporting

Reporting Requirements: Recipients will be required to submit financial reports and program reports. The award document will specify how often these reports must be submitted.

Applicants should be aware of the post award reporting requirements reflected in 2 CFR 200 Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters.

Foreign Assistance Data Review: As required by Congress, the Department of State must make progress in its efforts to improve tracking and reporting of foreign assistance data through the Foreign Assistance Data Review (FADR). The FADR requires tracking of foreign assistance activity data from budgeting, planning, and allocation through obligation and disbursement. Successful applicants will be required to report and draw down federal funding based on the appropriate FADR Data Elements, indicated within their award documentation. In cases of more than one FADR Data Element, typically program or sector and/or regions or country, the successful applicant will be required to maintain separate accounting records.

G. FEDERAL AWARDING AGENCY CONTACTS
If you have any questions about the grant application process, please contact: *KigaliPublicAffairs@state.gov*.

H. OTHER INFORMATION

Guidelines for Budget Justification
Personnel and Fringe Benefits: Describe the wages, salaries, and benefits of temporary or permanent staff who will be working directly for the applicant on the program, and the percentage of their time that will be spent on the program.

Travel: Estimate the costs of travel and per diem for this program, for program staff, consultants or speakers, and participants/beneficiaries. If the program involves international travel, include a brief statement of justification for that travel.

Equipment: Describe any machinery, furniture, or other personal property that is required for the program, which has a useful life of more than one year (or a life longer than the duration of the program), and costs at least $5,000 per unit.

Supplies: List and describe all the items and materials, including any computer devices, that are needed for the program. If an item costs more than $5,000 per unit, then put it in the budget under Equipment.

Contractual: Describe goods and services that the applicant plans to acquire through a contract with a vendor. Also describe any sub-awards to non-profit partners that will help carry out the program activities.

Other Direct Costs: Describe other costs directly associated with the program, which do not fit in the other categories. For example, shipping costs for materials and equipment or applicable taxes. All "Other" or "Miscellaneous" expenses must be itemized and explained.

Indirect Costs: These are costs that cannot be linked directly to the program activities, such as overhead costs needed to help keep the organization operating. If your organization has a Negotiated Indirect Cost Rate (NICRA) and includes NICRA charges in the budget, attach a copy of your latest NICRA. Organizations that have never had a NICRA may request indirect costs of 10% of the modified total direct costs as defined in 2 CFR 200.68.

"Cost Sharing" refers to contributions from the organization or other entities other than the U.S. Embassy.   It also includes in-kind contributions such as volunteers' time and donated venues.

Alcoholic Beverages: Please note that award funds cannot be used for alcoholic beverages.